

10 September 1980

MEMORANDUM FOR: Agency Records Management Officers

STATINTL

FROM:

[REDACTED]  
Chief, Records Management Division/OISSUBJECT: Requirement to Report Classification Decisions  
Made During 20-26 September 1980

1. As stated in HR 70-3, the Director of the Information Security Oversight Office (ISOO) has the authority to require reports from Federal agencies to ensure their compliance with Executive Order 12065. We are required to submit such a report to ISOO by 31 October 1980. One section of the report requests the number of original and derivative classification decisions made during the reporting period (1 October 1979-30 September 1980). Due to the great volume of classified documents generated by CIA, the Director, ISOO will accept a report based on a one-week sample.

2. In order to furnish the information to ISOO, please see that the following items are counted and recorded during the period 20-26 September 1980:

- a. Count the number of classified documents originated within your component which are dated 20-26 September. (Count each document only once; do not in addition count letterex or reproduced copies of the documents.)
- b. Count the number of classified documents received from the field during the period 20-26 September. This includes items such as cables sent between field stations in which your component, as an "info" addressee, has primary interest. (It is not necessary that these documents be dated 20-26 September, but rather that they be received during that period. This is to ensure that slow-moving correspondence such as dispatches and transmittal manifests are counted.)
- c. Count all classified forms that are completed (filled in) during 20-26 September. (Count preclassified forms and those premarked as classified "when filled in" either as original or derivative in accordance with the preprinted "classification authority and duration" marking.)
- d. Count each classified computer run as one item. (Do not count each computer-produced sheet or punched card separately.)

Note that the count of original classification decisions must be broken down according to duration, i.e., number classified for 6 years or less and number classified for between 6 and 20 years.

3. Attached is the format for reporting classification decisions made in your component. Please return this information to Records Systems Branch, 2D0117 Headquarters, by 3 October 1980. We ask that you include, in the space indicated, an estimate of the number of working hours required to compile the report and the amount of money expended for salaries. (Last year's compilation required 510 working hours and cost \$4,500 in salaries.) If you have any questions, contact [redacted] extension [redacted]

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Approved For Release 2002/05/07 : CIA-RDP81B00401R002500070004-7  
REPORT OF CLASSIFICATION DECISIONS  
MADE 20-26 SEPTEMBER 1980

SUMMARY OF INSTRUCTIONS

1. Record in the space provided below, the number and type of classification decisions made by your component during the period Saturday, 20 September through Friday, 26 September 1980. Include classification decisions by field installations in correspondence for which your office is the ACTION office (see first item in the heading of cables and telepouches). Count field correspondence received during that period even though it may have been written before that period.
2. Report classification decisions made in cables, telepouches, dispatches, transmittal manifests, letters, memorandums, reports, publications, and forms. Report only the overall document classification decisions. Count only one decision per document no matter how many copies of the document are made.
3. List original (ORG) classification decisions separate from derivative (DRV) decisions. (ORG and DRV decisions are recorded on the bottom line of all documents.) Separate original decisions to classify for up to six years (to Sept. 86) from those for more than six years.
4. Report the number of hours estimated to have been required to compile the report and the hourly salary rate of the person compiling the report.

CLASSIFICATION DECISIONS MADE 20 THROUGH 26 SEPTEMBER 1980			
TYPE OF CLASSIFICATION DECISIONS	NUMBER OF		NUMBER OF DERIVATIVE (DRV) DECISIONS
	ORIGINAL (ORG) DECISIONS		
	0-6 years (To Sept. 86)	Over 6 years (After Sept. 86)	
TOP SECRET			
SECRET			
CONFIDENTIAL			

OFFICE: \_\_\_\_\_

Hours required to compile report: \_\_\_\_\_

Hourly salary rate for person compiling report: \_\_\_\_\_

## REPORT OF CLASSIFICATION DECISIONS

MADE 20-26 SEPTEMBER 1980

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1. Record in the space provided below, the number and type of classification decisions made by your component during the period Saturday, 20 September through Friday, 26 September 1980. Include classification decisions by field installations in correspondence for which your office is the ACTION office (see first item in the heading of cables and telepouches). Count field correspondence received during that period even though it may have been written before that period.
2. Report classification decisions made in cables, telepouches, dispatches, transmittal manifests, letters, memorandums, reports, publications, and forms. Report only the overall document classification decisions. Count only one decision per document no matter how many copies of the document are made.
3. List original (ORG) classification decisions separate from derivative (DRV) decisions. (ORG and DRV decisions are recorded on the bottom line of all documents.) Separate original decisions to classify for up to six years (to Sept. 86) from those for more than six years.
4. Report the number of hours estimated to have been required to compile the report and the hourly salary rate of the person compiling the report.

CLASSIFICATION DECISIONS MADE 20 THROUGH 26 SEPTEMBER 1980			
TYPE OF CLASSIFICATION DECISIONS	NUMBER OF ORIGINAL (ORG) DECISIONS		NUMBER OF DERIVATIVE (DRV) DECISIONS
	0-6 years	Over 6 years	
	(To Sept. 86)	(After Sept. 86)	
TOP SECRET			
SECRET			
CONFIDENTIAL			

OFFICE: \_\_\_\_\_



Hours required to compile report: \_\_\_\_\_

Hourly salary rate for person compiling report: \_\_\_\_\_

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Re attached request. Please complete for the period  
20-26 September (last page may be used) and return  
to ER by 2 Oct 80.

Ch, Exec Registry

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